

MONTANA SHARED CATALOG
Executive Committee Meeting
Tuesday, December 18, 2007
Conference Call

MEMBERS PRESENT: Beth Chestnut, Kim Crowley, Roberta Gebhardt, Dawn Kingstad, Jean Nielsen, Marilyn Trosper.

MEMBERS ABSENT: Ann Rutherford.

MSL STAFF PRESENT: Ken Adams, Jess Tobin.

OTHERS PRESENT: None.

The meeting convened and was called to order at 9:33 a.m. by Dawn Kingstad. Attendees introduced themselves.

ADDITIONS/CHANGES TO AGENDA: Marilyn Trosper asked that approval of the minutes from the October 4, 2007 Executive Committee Meeting be added. The minutes were electronically sent to the Executive Committee listserv on October 29, 2007.

MINUTES: Roberta Gebhardt moved and Jean Nielsen seconded. **Approved by acclamation.**

MSC ADMIN STAFFING: Ken Adams reminded everyone that at the last meeting there was a long discussion about future staffing needs for administration of the MSC. He was tasked to come up with numbers and have something ready for the state based on what we feel about getting help, how to go about it, both short term and long term. Things have changed slightly since then with the resignation of Jess Tobin. There is an immediate need to fill her position as soon as possible. He sees this as two separate issues but the main one is on the backburner until Jess is replaced and all the ducks are in a row.

Ken has had meetings with Bob Cooper, Kris Schmidt, Mike Price and Jess Tobin about the workload. Mike and Jess agree that we're right at the limit as far as support can go particularly with the potential for adding new libraries ~ any more will be beyond their capabilities and that will affect the service for the membership as a whole. Ken is asking for Executive Committee approval to go ahead and ask the state for another part time employee aside from the current staff. The other part is the funding; this may need to come out of the MSC budget. It seems to Ken that we have enough to do this without increasing costs and would like to go ahead and ask the state for another part time employee separate from the current staff. Kim Crowley asked if Ken had done some type of matrix that would show past, present, and future needs as the catalog grows. Ken replied that he has done some percentages and it showed that we're working about 28 hours a day for the current service with 82 libraries. Based upon applications that have been received 5 or 6 libraries could be added in the next couple of years ~ one large public library and several small public libraries. Kim said it is worthy to ask but we need to be able to tell the story and provide solid statistics. Roberta Gebhardt said we should ask for a full time position and Beth Chestnut agreed. Their reasoning is that the Governors budget will probably say no but then the position could be cut back to half time with the greater possibility of it being successful. Kim asked Ken if he was suggesting not asking the state because the problem of funding may never happen. Also, do we need to wait two years for the legislative process or can we get someone now? Ken replied that Darlene Staffeldt has asked for more employees and has been turned down every time. Kim feels that before we recommend this to the membership the matrix really needs to be worked up to show how we can cover it out of the MSC budget ~ we won't be able to convince the membership unless we have all the facts.

Jess Tobin needs to leave the meeting soon and Ken asked her to share her opinion on the need for help. Jess definitely agrees that the MSC is at the breaking point right now. We don't have three full time people particularly since Mike Price doesn't spend 100% of his day on the MSC. Her first six months focused on brand new libraries and bringing them onto the catalog. She spent 50% of her time working with the new libraries and their training, 40% on help desk for the remaining membership, and 10% learning about her job, working on training materials, and attending the training. Over the past few months a few of the libraries have now gone live and she spends 80% of her time on the help desk. When a new cycle of libraries joins, a person won't be able to keep up that level of effort on the help desk and still work with the new libraries for the help they inevitably need. Ken doesn't spend an entire day working with help desk duties so no one is totally dedicated to it. Jess is really concerned that the support is not going to be where it needs to be. She feels the MSC needs to figure out a way to bring on another full time staff member. Having a real cataloging specialist as part of the staff would be great and an added staff member could allow the assistant to devote more time to training. We do a pretty good job of training for brand new libraries but with constant staff turnovers among the membership everything will suffer.

The six bullets from the October 4th Executive Committee Meeting regarding this issue were reviewed (*today's comments are noted in bolded italics*):

- MSC decides on adding a new employee and why (Ken to develop justification parameters)
Ken needs to come up with the numbers and rationale
- Ken takes proposal to next Executive Committee meeting (December 2007)
Today's meeting and discussion
- MSC directive goes to State Library to become a placeholder in 2007/2009 Budget with State Library Commission ~ it is important not to miss the state budget cycle
Placeholder: request the other half of the Jess's position to be funded by the state and another half time position to be paid by the MSC.
- Directive needs to include rationale of why the position is needed, FTE (half/full), funding proposal (possible split between MSC/State Library), which year in the biennium it becomes effective
Kim is totally for another part time person but doesn't feel it would not be a responsible decision until we can see the facts on paper that can be presented to the membership. No action is taken today because we do not have all the data.
- Concise one-page sheet is needed for budget placeholder before February 2008
Ken will pursue and go ahead with the paperwork. Kim suggested proceeding and asked for a deadline date so that the Executive Committee could have a quick phone meeting to approve it so it is ready for the spring membership meeting. Ken will have it ready after the holidays in about a month.
- Longer documentation is needed by early summer 2008 to have ready for legislature

Dawn Kingstad will use Meet-O-Matic to schedule a meeting the last week of January or early February.

MEMBERSHIP MEETING ALTERNATIVES: Ken Adams said he has heard from every type of library regarding this topic with the biggest issue as travel. Recommendations to improve attendance have included: Video conferencing, east/west meetings, always having one in the same place, etc. He is hoping the Committee will help him brainstorm ideas. After discussion, the consensus is to continue meetings as they are now. Everyone feels it is important to meet face to face and to move the meetings around. Ann Rutherford's E-mail to the Committee was noted by several Committee members. Kim Crowley asked about meeting attendance in the contract and Ken responded that he had tried to add stronger encouragement with the latest revision. There will always be mitigating circumstances that may prevent someone from attending occasionally. The greater concern is representatives who have never attended a meeting ~ is it time or money that is keeping people away? Kim Crowley asked if Ken could send a letter to libraries who have not attended reminding them of the importance and that they have agreed to it the contract. To assist with encouraging membership attendance,

Ken is directed to explore video conferencing costs so that a tape can be produced and provided. The question was raised whether or not the tape would get used. In turn, Ken asked the Executive Committee to send a letter and post a message about 4-6 weeks prior to membership meetings and to encourage communication, carpooling, lodging, etc. It was further suggested that each Committee representative contact their group via the individual listservs. The spring membership meeting will be in Billings, probably in a hotel location, hosted by the Billings Medical Clinic and TRIK/PLUK on Friday, May 2nd. Ken was asked to convey to the hosts the desire to have video set up.

SIRSI SUPERCONFERENCE: After a brief discussion, it was decided that the opportunity to attend the annual Sirsi conference needed to be announced on the MSC listserv again. Although Ken Adams was not aware of anyone volunteering to go, it was learned that four people are interested ~ two each from the large public group and academic/special group. No one has responded from small public libraries or schools. The goal is to have a representative from each type of library. Roberta Gebhardt volunteered to post the message again and she will send a response list to the Executive Committee the first week of January so that a decision can be made to meet the early registration deadline.

MLA/STEPHEN ABRAMS UPDATE: Kim Crowley apprised the Committee that MLA has contacted Stephen Abrams and he has agreed to come to the MLA conference in April. Kathy Mora will draw up a contract between him and MLA to pay for airfare, lodging, and meals. She'll do another contract between MLA and the MSC for reimbursement of the expenses. He is not charging a fee and will do the same presentation at two different sessions. He has also given his permission to record his presentation. Additional costs may be incurred for the recording. Kim said she expects the total amount to be approximately \$1,500 but it may be less because of where he is flying from. The final bill probably won't come in until after MLA. Roberta Gebhardt asked and Ken Adams confirmed that the cost will be paid out of the MSC cash forward. Ken also reminded everyone that the membership approved the expenditure through an electronic vote with 83% voting in favor. He thinks the title of the presentation is something like, "The Future of Library Technology."

OTHER BUSINESS: Jess Tobin's position has been advertised and Ken Adams said he would like some help from the Executive Committee for the selection and interview process. Beth Chestnut, Kim Crowley, Roberta Gebhardt, and Marilyn Trosper volunteered to help. Ken will post possible dates for the Committee to consider.

Ken also stated that he will be covering the MSC staffing during the holidays since both Mike Price and Jess Tobin will be gone on vacation.

NEXT EXECUTIVE COMMITTEE MEETING: Dawn Kingstad will convene a meeting in late January or early February ~ date and time to be announced. The meeting will include a vote on the proposal for the MSC staffing and cost estimates for video conferencing at the two membership meetings.

The meeting adjourned at 10:35 a.m.

Respectfully submitted,

Marilyn Trosper
Executive Committee, Vice Chair